

MEETING MINUTES

July 17, 2008

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED

The meeting was called to order by Chairperson Penney Hall at 10:00 a.m., July 17, 2008 at the F. Ray Power Building, located at the West Virginia Division of Rehabilitation Services' office in Institute, West Virginia.

ATTENDANCE:

Committee: Penney Hall (Chairperson); John Liller; Jan Smith; Lou Ann Summers attended for Brenda Bates; Everett Sullivan; Ron Price, Executive Secretary; Carol Jarrett, Recording Secretary.

WVARF Staff: Glenn McEndree; Chris Miller; Mike Turner; Ashley Hackney

Guests present: None

There was one correction to the June 19minutes on page 3; Mike Seber should be Mike Siebert.

MOTION #1

Ms. Smith moved to approve the minutes with the correction. Mr. Liller seconded.

Motion passed.

COMMITTEE CHAIR REPORT:

Ms. Hall showed the Committee its website which was in the development phase. Committee members suggested a services button be added and a link made to SUPRA.

Ms. Hall said she had heard on the news that Res Care had taken over operations at Green Acres. Mr. McEndree reported Emma Sue Smith, Executive Director of Green Acres, had called and said this change will not affect water production. There was a discussion concerning the fact Res Care is a for-profit entity, therefore is not eligible to participate in the State Use Program. They are also not a vendor with DRS. More information is needed on this relationship and how it will relate to the State Use Program. Mr. McEndree is to get more information on this relationship prior to the August meeting.

Ms. Hall said Mr. McEndree had received some comments from CRP's regarding the recommendations from the Standardization Subcommittee. She said she believed most of the comments were a misunderstanding of when and how the recommendations would take effect especially in regards to equipment. There were several comments on the dress code, most of which were made with safety in mind. She suggested a letter from the Committee may help

clear up the confusion. Members agreed and authorized her to write a letter to the CRP's explaining the recommendations.

EXECUTIVE SECRETARY REPORT:

Mr. Price reported:

\$2,322.91 - Annual Allocation

1,902.03 - Total Expenses

\$ 420.88 - Balance Remaining FY'08

EXECUTIVE DIRECTOR REPORT:

Mr. McEndree reported SW Resources has received a contract to assemble four (4) million valves for Pepsi Cola fountain machines. This project is a joint project between DuPont and Pepsi. SW is hiring 100 new employees. If the contract becomes more than SW Resources can handle, they may contract with other CRP's in the state. While this is a non-state use contract, it strengthens SW Resources and potentially other CRP's in the state.

He said WVARF and Precision Services staff met with a representative from a document imaging company to discuss a joint venture to provide on-site document imaging throughout the state. Many state agencies do not want their documents leaving their possession. Precision Services cannot provide this service. A pilot project will be conducted in which the private company will scan documents on-site and Precision will do indexing, clean up and quality assurance of the documents. The company has also committed to hiring people with disabilities from other CRP's to do the scanning whenever possible.

DHHR Secretary Martha Walker has asked the Purchasing Division that they be allowed to competitively bid the Mildred Bateman laundry contracts. Mr. McEndree said Secretary Ferguson told him the state is going to follow the law and not allow them to bid out a service that is on the state contract.

He reported janitorial contracts have been reviewed with increases in wages. All participating CRP's should have received a copy of the proposed contract for comment. WVARF staff had a telephone conference call with Division of Purchasing to discuss implementation of these contracts and the master contract (WVARF09). Contracts will be effective to coincide with the new minimum wage increase on July 24.

He said the WVARF board is finalizing the agreement between WVARF and the CNA Committee. Ms. Summers questioned the need for an agreement because the RFP spells out how the relationship is supposed to work. However, if WVARF members needed one for their understanding that is fine but it should not hold up the work that is needed to be completed. Ms. Summers said it was very important for WVARF members to understand what issues they can and cannot address. Mr. McEndree said WVARF is loaning the CNA \$350,000 with no interest and will loan them more if needed.

CONTRACT PRESENTATIONS:

Ms. Hackney presented four new janitorial contracts for consideration:

State Surplus Property in Dunbar, annual FMP \$1,045.43 for janitorial and ground maintenance.

WV Educational Broadcasting Association (WVEBA), in Morgantown, annual FMP \$14,742.77. Will start on July 24. The Committee had already a CRP, Pace Tec, for this customer.

Air National Guard, Charleston, annual FMP \$6,615.11. Goodwill of Kanawha Valley has provided service to them in the past.

Division of Natural Resources, French Creek Game Farm, annual FMP \$13,439.04. Will start on August 1. Had a temp worker who will now be a permanent employee.

MOTION #2

Ms. Smith moved to approve the new projects. Mr. Liller seconded. Motion passed.

Ms. Hackney told the Committee the Kanawha County Courthouse is planning to cancel their contract. They are planning to hire a full time and a part time janitor. However since they had not yet provided a 30 day notice the contract needed to be renewed. The annual FMP is \$43,918.49.

Emergency Services, Northern Operations in Morgantown are moving to a different building with a full service lease. Services from July 24-August 31, 2008 the FMP will be \$416.20.

MOTION#3

Ms. Smith moved to approve the Kanawha County Courthouse and Northern Operations contracts as presented. Mr. Sullivan seconded. Motion passed.

Ms. Hackney presented annual janitorial contracts for renewal. These contracts were grouped together as departments or as single entities.

SINGLE AGENCY CONTRACTS

| | FY 09 | FY 08 | Difference | Percentage |
|-------------------------------------|-------------|-------------|-------------|------------|
| Grievance Board | \$3,118.93 | \$4,891.68 | -\$1,772.75 | -36.24% |
| Medical Examiner's Office | \$35,979.76 | \$34,590.84 | \$1,388.92 | 4.02% |
| Geologic and Economic Survey | \$1,392.51 | \$1,301.88 | \$90.63 | 6.96% |
| School Building Authority | \$6,256.21 | \$6,101.52 | \$154.69 | 2.54% |
| Homeland Security | \$6,140.57 | \$5,352.24 | \$788.33 | 14.73% |
| Office of Emergency Services | 1725.74 | \$1,698.36 | \$27.38 | 1.61% |
| Public Service Commission | \$80,635.43 | \$80,308.56 | \$326.87 | 0.41% |
| Bureau of Senior Services | \$3,732.16 | \$3,475.08 | \$257.08 | 7.40% |
| DD Planning Council | \$5,990.97 | \$4,821.15 | \$1,169.82 | 24.26% |
| Miner's Health, Safety and Training | \$12,127.86 | \$11,215.80 | \$912.06 | 8.13% |

| | | | | | |
|--|--------------|--------------|-------------|---------|---------------------|
| State Rail Authority | \$5,712.56 | \$5,565.09 | \$147.47 | 2.65% | |
| Treasurer's Office | \$3,913.07 | \$3,086.76 | \$826.31 | 26.77% | |
| Treasurer's Office Morgantown | \$1,442.04 | \$1,497.00 | -\$54.96 | -3.67% | |
| State Police Huntington Dispatch | \$11,344.41 | \$10,836.12 | \$508.29 | 4.69% | |
| Child Support Enforcement Morgantown | \$5,849.46 | \$5,198.52 | \$650.94 | 12.52% | |
| Child Support Enforcement Sutton | \$7,452.38 | \$6,486.72 | \$965.66 | 14.89% | |
| Coal Heritage Highway Authority Beckley | \$1,790.48 | \$1,427.31 | \$363.17 | 25.44% | |
| Coal Heritage Highway Authority Bramwell | \$2,239.56 | \$2,326.32 | -\$86.76 | -3.73% | |
| Kanawha County Courthouse | \$43,918.49 | \$43,325.10 | \$593.39 | 1.37% | |
| Division of Corrections | \$7,076.81 | \$2,890.56 | \$4,186.25 | 144.82% | |
| ABCA | \$3,320.34 | \$3,106.92 | \$213.42 | 6.87% | |
| ABCA Weekly Mowing | \$3,346.20 | \$3,112.08 | \$234.12 | 7.52% | *125.37 per weekly |
| ABCA Monthly Mowing | \$3,420.96 | \$3,112.08 | \$308.88 | 9.93% | *125.37 per monthly |
| WVEBA | \$15,313.56 | 14287.56 | \$1,026.00 | 7.18% | |
| Camp Dawson | \$72,616.88 | \$72,314.81 | \$302.07 | 0.42% | |
| DOL Weights and Measures | \$8,702.01 | 7,645.28 | \$1,056.73 | 13.82% | |
| Diamond Building | \$324,255.53 | \$303,223.68 | \$21,031.85 | 6.94% | |
| State Surplus | \$958.54 | N/A | | | |
| Northern Operations | \$416.20 | | | | |

MOTION #4

Mr. Liller moved to approve all of the single agency contracts. Mr. Sullivan seconded.

Motion passed.

DHHR REGIONS 1-4

DHHR Region 1

| | FY 2009 | FY 2008 | Difference | Percentage |
|-------------------------|--------------|--------------------|-------------------|------------|
| Doddrige/West Union | \$3,785.40 | \$3,444.90 | \$340.50 | 9.88% |
| Gilmer/Glenville | \$9,501.48 | \$8,552.40 | \$949.08 | 11.10% |
| Pleasants/St. Marys | \$4,987.44 | \$4,535.01 | \$452.43 | 9.98% |
| Ohio/Wheeling | \$31,349.88 | \$28,457.87 | \$2,892.01 | 10.16% |
| Grantsville/Calhoun | \$35,665.32 | \$33,917.82 | \$1,747.50 | 5.15% |
| Wetzel/New Martinsville | \$24,907.32 | \$22,678.58 | \$2,228.74 | 9.83% |
| Harrison/Clarksburg | \$35,048.40 | \$31,943.39 | \$3,105.01 | 9.72% |
| Total | \$145,245.24 | Total \$133,529.97 | Total \$11,715.27 | 8.77% |

| | Before Increase FY 2009 | With Increase FY 2009 | Difference | Percentage |
|---------------------------|----------------------------|--------------------------|------------|------------|
| Doddrige/West Union | \$3,477.96 | \$3,785.40 | \$307.44 | 8.12% |
| Gilmer/Glenville | \$8,552.40 | \$9,501.48 | \$949.08 | 9.99% |
| Pleasants/St. Marys | \$4,542.96 | \$4,987.44 | \$444.48 | 8.91% |
| Ohio/Wheeling | \$28,528.68 | \$31,349.88 | \$2,821.20 | 9.00% |
| WVARF Grantsville/Calhoun | \$34,012.44 | \$35,665.32 | \$1,652.88 | 4.63% |
| Wetzel/New Martinsville | \$22,680.00 | \$24,907.32 | \$2,227.32 | 8.94% |
| Harrison/Clarksburg | \$32,005.68 | \$35,048.40 | \$3,042.72 | 8.68% |

| | | | | | | |
|-------|--------------|-------|--------------|-------|-------------|-------|
| Total | \$133,800.12 | Total | \$145,687.40 | Total | \$11,887.28 | 8.16% |
|-------|--------------|-------|--------------|-------|-------------|-------|

| | | |
|-------------------------------------|-------|--------------|
| *approved under 1 service agreement | FY 09 | \$145,687.40 |
|-------------------------------------|-------|--------------|

DHHR Region 2

| | FY 2009 | FY 2008 | Difference | Percentage |
|----------------------|--------------|--------------------|-------------------|------------|
| Boone/Danville | \$22,726.44 | \$20,740.65 | \$1,985.79 | 9.57% |
| Kanawha/Charleston | \$83,853.72 | \$77,133.97 | \$6,719.75 | 8.71% |
| Logan/Logan | \$32,868.24 | \$29,912.42 | \$2,955.82 | 9.88% |
| Mason/Point Pleasant | \$13,973.88 | \$12,701.43 | \$1,272.45 | 10.02% |
| Putnam/Teays Valley | \$21,051.24 | \$19,138.02 | \$1,913.22 | 10.00% |
| Lincoln/Hamlin | \$13,739.72 | \$13,396.86 | \$342.86 | 2.56% |
| WVARF Lincoln/Hamlin | \$34,396.32 | \$32,187.89 | \$2,208.43 | 6.86% |
| Wayne/Wayne | \$21,508.08 | \$19,624.65 | \$1,883.43 | 9.60% |
| Total | \$244,117.64 | Total \$224,835.89 | Total \$19,281.75 | 8.58% |

| | Before Increase FY 2009 | With Increase FY 2009 | Difference | Percentage |
|----------------------|-------------------------------|--------------------------|-------------------|------------|
| Boone/Danville | \$20,862.12 | \$22,726.44 | \$1,864.32 | 8.20% |
| Kanawha/Charleston | \$77,152.68 | \$83,853.72 | \$6,701.04 | 7.99% |
| Logan/Logan | \$29,925.24 | \$32,868.24 | \$2,943.00 | 8.95% |
| Mason/Point Pleasant | \$12,779.40 | \$13,973.88 | \$1,194.48 | 8.55% |
| Putnam/Teays Valley | \$19,251.12 | \$21,051.24 | \$1,800.12 | 8.55% |
| Lincoln/Hamlin | \$13,442.04 | \$13,739.72 | \$297.68 | 2.17% |
| WVARF Lincoln/Hamlin | \$32,192.52 | \$34,396.32 | \$2,203.80 | 6.41% |
| Wayne/Wayne | \$19,656.60 | \$21,508.08 | \$1,851.48 | 8.61% |
| Total | \$225,261.72 | Total \$244,117.64 | Total \$18,855.92 | 7.72% |

***Approved under 1 service agreement FY 09 \$244,177.64**

DHHR Region 3

| | FY 2009 | FY 2008 | Difference | Percentage |
|-------------------------|--------------|--------------------|-------------------|------------|
| Grant/Petersburg | \$10,074.24 | \$9,009.91 | \$1,064.33 | 11.81% |
| Morgan/Berkeley Springs | \$8,470.92 | \$7,514.40 | \$956.52 | 12.73% |
| Mineral/Keyser | \$10,960.20 | \$9,668.19 | \$1,292.01 | 13.36% |
| Hampshire/Romney | \$17,602.68 | \$16,108.89 | \$1,493.79 | 9.27% |
| Lewis/Weston | \$33,491.76 | \$30,610.58 | \$2,881.18 | 9.41% |
| Preston/Kingwood | \$9,836.21 | \$8,851.24 | \$984.97 | 11.13% |
| Hardy/Moorefield | \$14,481.12 | \$12,935.55 | \$1,545.57 | 11.95% |
| Berkeley/Martinsburg | \$48,842.96 | \$45,386.96 | \$3,456.00 | 7.61% |
| Randolph/Elkins | \$32,416.68 | \$29,592.38 | \$2,824.30 | 9.54% |
| WVARF Barbour/Philippi | \$37,750.44 | \$34,160.57 | \$3,589.87 | 10.51% |
| Total | \$223,927.21 | Total \$203,838.67 | Total \$20,088.54 | 9.86% |

| | Before Increase FY 2009 | With Increase FY 2009 | Difference | Percentage |
|-------------------------|-------------------------------|--------------------------|------------|------------|
| Grant/Petersburg | \$9,194.76 | \$10,074.24 | \$879.48 | 9.57% |
| Morgan/Berkeley Springs | \$7,786.92 | \$8,470.92 | \$684.00 | 8.78% |

| | | | | |
|------------------------|--------------|--------------------|-------------------|--------|
| Mineral/Keyser | \$10,007.40 | \$10,960.20 | \$952.80 | 9.52% |
| Hampshire/Romney | \$15,990.24 | \$17,602.68 | \$1,612.44 | 10.08% |
| Lewis/Weston | \$30,727.56 | \$33,491.76 | \$2,764.20 | 9.00% |
| Preston/Kingwood | \$9,002.52 | \$9,836.21 | \$833.69 | 9.26% |
| Hardy/Moorefield | \$12,942.36 | \$14,481.12 | \$1,538.76 | 11.89% |
| Berkeley/Martinsburg | \$45,490.68 | \$48,842.96 | \$3,352.28 | 7.37% |
| Randolph/Elkins | \$29,616.00 | \$32,416.68 | \$2,800.68 | 9.46% |
| WVARF Barbour/Philippi | \$35,822.04 | \$37,750.44 | \$1,928.40 | 5.38% |
| Total | \$206,580.48 | Total \$223,927.21 | Total \$17,346.73 | 8.40% |

***Approved under 1 service agreement** **FY 2009** **\$223,927.21**

DHHR Region 4

| | FY 2009 | FY 2008 | Difference | Percentage |
|-------------------------|--------------|--------------------|-------------------|------------|
| Clay/Clay | \$11,094.72 | \$10,074.46 | \$1,020.26 | 10.13% |
| Greenbier/Lewisburg | \$35,136.60 | \$31,971.38 | \$3,165.22 | 9.90% |
| McDowell/Welch | \$30,620.88 | \$27,848.28 | \$2,772.60 | 9.96% |
| Nicholas/Summersville | \$20,803.80 | \$19,010.43 | \$1,793.37 | 9.43% |
| Pocahontas/Marlinton | \$6,563.76 | \$5,904.35 | \$659.41 | 11.17% |
| Summers/Hinton | \$11,740.44 | \$10,644.51 | \$1,095.93 | 10.30% |
| Webster/Webster Springs | \$13,077.60 | \$11,946.95 | \$1,130.65 | 9.46% |
| Wyoming/Pineville | \$20,062.92 | \$18,267.80 | \$1,795.12 | 9.83% |
| Total | \$149,100.72 | Total \$135,668.16 | Total \$13,432.56 | 9.90% |

| | Before Increase FY 2009 | With Increase FY 2009 | Difference | |
|-------------------------|----------------------------|--------------------------|-------------------|-------|
| Clay/Clay | \$10,117.68 | \$11,094.72 | \$977.04 | 9.66% |
| Greenbier/Lewisburg | \$31,992.60 | \$35,136.60 | \$3,144.00 | 9.83% |
| McDowell/Welch | \$27,900.00 | \$30,620.88 | \$2,720.88 | 9.75% |
| Nicholas/Summersville | \$19,011.24 | \$20,803.80 | \$1,792.56 | 9.43% |
| Pocahontas/Marlinton | \$5,988.24 | \$6,563.76 | \$575.52 | 9.61% |
| Summers/Hinton | \$10,682.28 | \$11,740.44 | \$1,058.16 | 9.91% |
| Webster/Webster Springs | \$11,971.08 | \$13,077.60 | \$1,106.52 | 9.24% |
| Wyoming/Pineville | \$18,324.60 | \$20,062.92 | \$1,738.32 | 9.49% |
| Total | \$135,987.72 | Total \$149,100.72 | Total \$13,113.00 | 9.64% |

***Approved under 1 service agreement** **FY 2009** **\$149,100.72**

MOTION #5

Mr. Liller moved to approve the DHHR region 1-4 contracts. Mr. Sullivan seconded.

Motion passed.

DOH CONTRACTS

| | FY 2008 | FY 2009 | Difference | % Difference |
|------------------------------------|-------------|--------------|------------|--------------|
| DIS 1 Headquarters and 801 Ruffner | \$96,841.86 | \$102,165.47 | \$5,323.61 | 5.50% |

| | | | | |
|-----------------------------------|---------------------|---------------------|--------------------|--------------|
| DIS 1 Dry Branch | \$75,409.71 | \$75,406.85 | -\$2.86 | 0.00% |
| DIS 2 Headquarters | \$100,186.38 | \$105,228.64 | \$5,042.26 | 5.03% |
| DIS 2 Warehouse | \$3,686.64 | \$3,715.64 | \$29.00 | 0.79% |
| DIS 3 Headquarters | \$50,352.63 | \$52,528.32 | \$2,175.69 | 4.32% |
| DIS 3 Traffic and Utilities | \$6,446.43 | \$7,070.17 | \$623.74 | 9.68% |
| DIS 3 Materials Lab | \$4,503.69 | \$5,462.20 | \$958.51 | 21.28% |
| DIS 4 Headquarters | \$59,072.76 | \$63,173.27 | \$4,100.51 | 6.94% |
| DIS 4 Marion County | \$4,609.44 | \$5,076.59 | \$467.15 | 10.13% |
| DIS 4 Monongalia County | \$7,423.10 | \$9,531.41 | \$2,108.31 | 28.40% |
| DIS 4 Materials Lab Fairmont | \$5,402.16 | \$7,047.88 | \$1,645.72 | 30.46% |
| DIS 4 Mannington | N/A | \$1,837.76 | | |
| DIS 5 Burlington | \$50,373.22 | \$51,321.12 | \$947.90 | 1.88% |
| DIS 5 Martinsburg | \$8,383.23 | \$8,939.24 | \$556.01 | 6.63% |
| DIS 5 Martinsburg Materials Lab | \$3,351.30 | \$3,832.69 | \$481.39 | 14.36% |
| DIS 5 New Creek | \$2,425.50 | \$2,984.85 | \$559.35 | 23.06% |
| DIS 5 Romney | \$7,657.56 | \$9,095.61 | \$1,438.05 | 18.78% |
| DIS 7 Barbour County | \$2,985.03 | \$3,097.43 | \$112.40 | 3.77% |
| DIS 7 Braxton County | \$9,099.96 | \$9,233.75 | \$133.79 | 1.47% |
| DIS 7 Buckhannon | \$40,872.12 | \$44,523.36 | \$3,651.24 | 8.93% |
| DIS 7 Burnsville | \$3,537.06 | \$7,092.58 | \$3,555.52 | 100.52% |
| DIS 7 Coonknob | \$3,874.50 | \$4,523.60 | \$649.10 | 16.75% |
| DIS 7 DIS Forces | \$5,193.30 | \$5,701.05 | \$507.75 | 9.78% |
| DIS 7 Materials Lab | \$7,798.65 | \$8,508.67 | \$710.02 | 9.10% |
| DIS 7 Gilmer County | \$11,313.63 | \$11,531.41 | \$217.78 | 1.92% |
| DIS 7 Headquarters | \$55,826.08 | \$55,783.37 | -\$42.71 | -0.08% |
| DIS 7 Heaters US 19 | \$2,955.42 | \$2,910.09 | -\$45.33 | -1.53% |
| DIS 7 Lewis County | \$3,941.16 | \$3,958.22 | \$17.06 | 0.43% |
| DIS 7 Upshur County | \$7,888.83 | \$8,740.98 | \$852.15 | 10.80% |
| DIS 7 US 33 Office | \$2,136.09 | \$2,243.05 | \$106.96 | 5.01% |
| DIS 7 Webster County | \$3,087.81 | \$3,099.90 | \$12.09 | 0.39% |
| DIS 8 Headquarters | \$50,663.85 | \$54,850.41 | \$4,186.56 | 8.26% |
| DIS 9 Harts Run Materials Lab | \$2,806.17 | \$3,339.02 | \$532.85 | 18.99% |
| DIS 9 Greenbrier County | \$10,316.25 | \$11,130.73 | \$814.48 | 7.90% |
| DIS 9 Harts Run Interstate Office | \$2,806.17 | \$3,339.02 | \$532.85 | 18.99% |
| DIS 9 Headquarters | \$35,549.22 | \$35,053.67 | -\$495.55 | -1.39% |
| DIS 9 Lewisburg Equipment Garage | \$3,369.24 | \$10,593.05 | \$7,223.81 | 214.40% |
| DIS 9 Monroe County Office | \$4,681.86 | \$4,540.15 | -\$141.71 | -3.03% |
| DIS 9 Nicholas County | \$8,109.30 | \$8,047.94 | -\$61.36 | -0.76% |
| DIS 9 Summers County | \$6,038.79 | \$6,706.65 | \$667.86 | 11.06% |
| DIS 10 Headquarters | \$94,800.03 | \$92,726.71 | -\$2,073.32 | -2.19% |
| DIS 10 McDowell County | \$10,027.92 | \$10,161.30 | \$133.38 | 1.33% |
| DIS 10 Mercer County | \$14,603.79 | \$14,512.32 | -\$91.47 | -0.63% |
| DIS 10 Wyoming County | \$10,039.92 | \$10,514.46 | \$474.54 | 4.73% |
| | \$803,605.90 | \$848,715.13 | \$45,109.23 | 5.61% |

MOTION #6

Ms. Smith moved to approve the DOH contracts. Mr. Sullivan seconded. Motion passed.

DNR CONTRACTS

| | | | |
|---------|---------|------------|--------------|
| FY 2008 | FY 2009 | Difference | % Difference |
|---------|---------|------------|--------------|

| | | | | |
|-----------------|--------------------|--------------------|-------------------|---------------|
| Apple Grove | \$2,648.37 | \$2,811.73 | \$163.36 | 6.17% |
| McClintic WMA | \$2,781.36 | \$3,039.00 | \$257.64 | 9.26% |
| Nitro | \$6,605.88 | \$6,917.84 | \$311.96 | 4.72% |
| Beckley | \$8,215.92 | \$8,503.22 | \$287.30 | 3.50% |
| Beckley Grounds | \$3,497.93 | \$5,446.31 | \$1,948.38 | 55.70% |
| Total | \$20,251.53 | \$26,718.10 | \$6,466.57 | 31.93% |

MOTION #7

Ms. Smith moved to approve the DNR contracts. Mr. Liller seconded. Motion passed.

TAX & REVENUE

| | FY 2008 | FY 2009 | Difference | % Difference |
|-----------------------|---------------------|---------------------|-------------------|--------------|
| Lee Street Charleston | \$106,589.37 | \$112,331.61 | \$5,742.24 | 5.39% |
| Smith Street Building | | | | |
| Charleston | \$19,210.50 | \$20,666.87 | \$1,456.37 | 7.58% |
| Martinsburg | \$6,096.21 | \$6,601.05 | \$504.84 | 8.28% |
| Clarksburg | \$4,158.18 | \$4,388.61 | \$230.43 | 5.54% |
| Total | \$136,054.26 | \$143,988.14 | \$7,933.88 | 5.83% |

MOTION #8

Ms. Smith moved to approve the Tax & Revenue contracts. Mr. Liller seconded. Motion passed.

DRS CONTRACTS

| | FY 08 | FY 09 |
|--------------|--------------------|--------------------|
| Elkins | \$4,219.52 | |
| Keyser | \$4,855.00 | |
| Logan | \$5,153.26 | |
| Morgantown | \$6,467.30 | |
| Mullens | \$2,398.20 | |
| Point | | |
| Pleasant | \$3,794.76 | |
| Sistersville | \$3,004.68 | |
| Spencer | \$2,897.64 | |
| Weston | \$4,329.36 | |
| Bridgeport | \$12,057.12 | |
| Total | \$49,176.84 | \$53,435.72 |

*approved as one service agreement

MOTION #9

Ms. Smith moved to approve the DRS contracts. Mr. Sullivan seconded. Motion passed.

GENERAL SERVICES

| | FY 2008 | FY 2009 |
|--------------|-------------|---------|
| Beckley SOB | \$55,432.50 | |
| Fairmont SOB | \$97,354.52 | |

| | | |
|-----------------|-----------------------|-----------------------|
| Parkersburg SOB | \$64,618.32 | |
| Weirton SOB | \$58,805.07 | |
| Huntington SOB | \$111,243.87 | |
| Davis Square | \$119,806.08 | |
| DEP Kanawha | | |
| City | \$251,804.61 | |
| Capitol Complex | \$792,189.52 | |
| Total | \$1,551,254.49 | \$1,599,171.81 |

*approved as 1 service agreement

MOTION #10

Mr. Liller moved to approve the General Service's contracts. Mr. Sullivan seconded.

Motion passed.

REST AREAS

| | FY 08 | | Difference | Percentage |
|--------------------|-----------------------|--|---------------------|---------------|
| Hazleton | \$170,138.88 | | \$31,315.75 | 15.54% |
| Huntington | \$144,957.24 | | \$26,383.41 | 15.40% |
| Hurricane | \$241,110.96 | | \$43,293.04 | 15.22% |
| Lewisburg | \$119,503.56 | | \$22,264.70 | 15.70% |
| Marlow/Bunker Hill | \$377,409.96 | | \$60,108.04 | 13.74% |
| Meadowbrook | \$262,681.08 | | \$44,801.16 | 14.57% |
| Mineral Wells | \$232,409.16 | | \$42,770.81 | 15.54% |
| Servia | \$234,654.48 | | \$42,343.42 | 15.29% |
| Wheeling | \$122,317.20 | | \$11,746.69 | 8.76% |
| Williamstown | \$123,255.72 | | \$22,876.64 | 15.65% |
| Total | \$2,028,438.24 | | \$347,903.66 | 14.64% |

*All contracts approved under 1 service agreement

FY 09

\$2,239,602.23

MOTION #11

Ms. Smith moved to approve the Rest Area contracts. Mr. Liller seconded. Motion

passed.

PARKWAYS

| | FY 2008 | FY 2009 | Difference | % Difference |
|---------------------|---------------------|---------------------|-------------------|--------------|
| Administration | | | | |
| Building | \$17,754.27 | \$19,286.86 | \$1,532.59 | 8.63% |
| Beckley | \$11,977.18 | \$14,777.67 | \$2,800.49 | 23.38% |
| I-77 South | \$109,688.64 | \$115,654.20 | \$5,965.56 | 5.44% |
| I-77 Welcome Center | \$128,196.96 | \$126,962.93 | -\$1,234.03 | -0.96% |
| Total | \$267,617.05 | \$276,681.66 | \$9,064.61 | 3.39% |

MOTION #12

Ms. Smith moved to approve the Parkways contract. Mr. Sullivan seconded. Motion

passed.

INSURANCE COMMISSION

| | FY 2008 | FY 2009 | Difference | % Difference |
|--------------|--------------------|--------------------|-------------------|--------------|
| Beckley | \$5,781.91 | \$6,017.54 | \$235.63 | 4.08% |
| Smith Street | | | | |
| Charleston | \$46,395.38 | \$48,191.72 | \$1,796.34 | 3.87% |
| Big Chimney | \$11,258.17 | \$11,694.14 | \$435.97 | 3.87% |
| Martinsburg | \$4,066.97 | \$4,224.44 | \$157.47 | 3.87% |
| Total | \$67,502.43 | \$70,127.84 | \$2,625.41 | 3.89% |

MOTION #13

Ms. Smith moved to approve the Insurance Commission contracts. Mr. Liller seconded.

Motion passed.

DMV

| | FY 2008 | FY 2009 | Difference | % Difference |
|-----------------|---------------------|---------------------|--------------------|---------------|
| Beckley | \$51,699.48 | \$63,127.00 | \$11,427.52 | 22.10% |
| Bridgeport | \$12,014.16 | \$23,226.40 | \$11,212.24 | 93.33% |
| 1605 Washington | \$6,854.40 | \$8,572.79 | \$1,718.39 | 25.07% |
| 1615 Washington | \$12,268.17 | \$13,975.08 | \$1,706.91 | 13.91% |
| Kanawha Mall | \$24,187.86 | \$32,724.15 | \$8,536.29 | 35.29% |
| Hansford Street | \$4,991.88 | \$5,492.35 | \$500.47 | 10.03% |
| Elkins | \$13,609.89 | \$22,979.84 | \$9,369.95 | 68.85% |
| Huntington | \$10,329.33 | \$11,553.58 | \$1,224.25 | 11.85% |
| Logan | \$10,493.58 | \$15,873.00 | \$5,379.42 | 51.26% |
| Martinsburg | \$13,100.25 | \$20,061.75 | \$6,961.50 | 53.14% |
| Winfield | \$14,092.32 | \$24,186.82 | \$10,094.50 | 71.63% |
| Total | \$173,641.32 | \$241,772.76 | \$68,131.44 | 39.24% |

*Contracts include all disposable supplies as requested by each office

MOTION #14

Ms. Summers moved to approve the DMV contracts. Mr. Sullivan seconded. Motion passed.

BEP

| | FY 2008 | FY 2009 | Difference | % Difference |
|----------------|--------------------|--------------------|-------------------|--------------|
| Elkins | \$14,123.64 | \$17,661.42 | \$3,537.78 | 25.05% |
| Parkersburg | \$8,877.84 | \$9,377.06 | \$499.22 | 5.62% |
| Logan | \$7,912.80 | \$8,196.99 | \$284.19 | 3.59% |
| Morgantown | \$8,628.24 | \$9,163.83 | \$535.59 | 6.21% |
| WF Parkersburg | \$11,921.76 | \$11,564.62 | -\$357.14 | -3.00% |
| Total | \$51,464.28 | \$55,963.92 | \$4,499.64 | 8.74% |

MOTION #15

Mr. Sullivan moved to approve the BEP contracts. Mr. Liller seconded. Motion passed.

DEP

| | FY 2008 | FY 2009 | Difference | % Difference |
|------------------|--------------------|--------------------|--------------------|---------------|
| Welch | \$6,663.54 | \$7,513.63 | \$850.09 | 12.76% |
| Philippi | \$12,014.16 | \$18,715.85 | \$6,701.69 | 55.78% |
| Elkview | \$4,766.40 | \$5,396.44 | \$630.04 | 13.22% |
| Teays Valley | NEW | \$4,921.35 | | |
| Logan | \$18,733.37 | \$19,543.32 | \$809.95 | 4.32% |
| Oak Hill | \$26,375.52 | \$26,789.12 | \$413.60 | 1.57% |
| Oak Hill Grounds | \$1,627.05 | \$2,768.13 | \$1,141.08 | 70.13% |
| Total | \$70,180.04 | \$85,647.84 | \$15,467.80 | 22.04% |

MOTION #16

Ms. Smith moved to approve the DEP contracts. Mr. Sullivan seconded. Motion passed.

CONTRACT COMPLAINTS:

Mr. Turner reported they had received a call that the lady's rest room at the Servia rest stop was in bad shape. He said he was within 10 minutes of the rest stop when the call came in. He couldn't find anything wrong. That rest area is in general bad shape because of its age.

Mr. McEndree reported the West Virginia State Board of Examiners for Licensed Practical Nurses had filed a letter of complaint with Purchasing regarding presort mail. They were concerned because their newsletters had not gone out in a timely fashion. These newsletters and the renewal reminder postcards which were late are time sensitive materials. Also, there were charges for insufficient postage which they did not understand. He also presented a letter from Job Squad regarding what their records showed. Mr. McEndree is to meet with the Board to discuss their issues and to try to solve the problem.

OLD BUSINESS:

Mr. McEndree said the Workshop of Nicholas County was willing to take over water delivery in Charleston from Prestera Center. Prestera had sent a letter indicating they would no longer deliver water after August 8 unless the price was raised and the CNA fee was cut. Now, however, they are saying they will continue. After much discussion, the Committee decided to remove Prestera from the water contract.

MOTION #17

Ms. Summers moved to remove Prestera Center as a vendor for delivery of water on August 8th. Ms. Smith seconded. Motion passed.

FINANCIAL REPORT:

Mr. Miller reported the over sixty day accounts receivables were \$37,946 or 3.35% of total receivables. The year-to-date sales are still on track to be \$12 million.

MOTION #18

Mr. Sullivan moved to accept the financial report. Ms. Smith seconded. Motion passed.

NEW BUSINESS:

Ms. Hall reported the Purchasing Division had suggested a statement of work template be developed. They would share this with all the buyers in the agencies.

MOTION #19

Mr. Sullivan moved to adjourn.